

STATE OF COLORADO

GENERAL SUPPORT SERVICES DIVISION OF ACCOUNTS AND CONTROL

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ALERT #88

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall 
State Controller

DATE: December 8, 1995

SUBJECT: *Colorado State University and Department of Law Receive Quality Close Awards*
Fiscal Rules Excepted by Legislative Legal Services
Field Controller Assignments
Routine Statewide Extracts Developed for the Information Management Committee (IMC)
Internal Control In Fixed Asset System
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Laser Warrants Start December 12, 1995

Colorado State University at Fort Collins (CSU) and Department of Law Receive Quality Close Awards

The State Controller's Office has recently selected both Colorado State University at Fort Collins (CSU) and the Office of the Attorney General to receive awards for outstanding performance during the last fiscal year and year-end close. The award to CSU was presented in Ft. Collins during the CFMA Fall Seminar. The ceremony for the Department of Law was conducted in the Attorney General's Office. Congratulations to Gary Goss, Kathy Newell and their very capable staffs.

Two Fiscal Rules Excepted by Legislative Legal Services

The Clean Air Transit Benefit for State Employees (Rule 2-8.01), effective September 1, 1995, was excepted by the Legislative Legal Services Committee. If you have questions about this Rule, call Jody Pyott at 866-3814. The Committee also excepted provision .02 of the Roll-Forward of Appropriations (Rule 8-3.02). The criteria that was excepted states the State

Controller may approve a roll-forward of appropriations to a subsequent fiscal year if it can be clearly demonstrated that the legislative intent was to have the appropriation carried over beyond the original fiscal year. The other provisions of Rule 8-3 will remain intact. If you have questions about this Rule, call your Field Controller or Dennis Wolfard at 866-3895. For planning purposes and to prevent any inconvenience to your agency, you should recognize the possibility that these rules may be abolished by law during the next legislative session.

Field Controller Assignments

The Field Control Section of the Division of Accounts and Control has made four agency assignment changes effective January 1, 1996. Phil Reed has added the Department of Agriculture to his list of responsibilities. Patti Akkola will be assisting the University of Colorado. Beverly Matulik will be working with the Department of Law and the Legislative Branch. If the Field Controller assigned to your agency is not available, please feel free to contact one of the assigned back-up personnel or another Field Controller. Attached to this Alert are the new agency assignments.

Routine Statewide Extracts Developed for the Information Management Committee (IMC)

The State Controller has recently approved the IMC's request for statewide access to encumbrance and expenditure data on the following object codes:

2231; 2232; 2630; 2631; 2640; 2641; 3115; 3116; 3216; 6210; 6410

Questions regarding these extracts may be directed to Steve Webb at COFRS (866-6337).

Internal Control in Fixed Asset System

The fixed asset module has an FC transaction which modifies base data on system assets, including depreciation related data fields (useful life, depreciation method, salvage value, etc.). Changing these values could have a material affect on depreciation or use charges in the year of the change. Accordingly, it was determined that two levels of security be required on the FC transaction to give department controllers the opportunity to split approval control or consolidate it in one user according to the level of risk. Additionally, department controllers will be provided with a monthly report that identifies FC transactions which altered any of the depreciation related fields during the period. This report should be available in the first quarter of 1996. Comments on this decision and potential future use of this technique should be directed to Dennis Wolfard at 866-3895.

Transactions to be Purged from SUSF

Starting December 31, 1995, most transactions on the COFRS Suspense File with a last action date over six months old will be purged from SUSF. Automatic purge will be conducted monthly prior to calendar close. The PB transaction is exempted from this routine. Lists of transactions eligible to be purged at the end of December were distributed by Dave Cuneo on November 29, 1995. Any new action on an eligible transaction, including a quick edit, will

delay the purge of that transaction another six months. Questions about this new feature may be addressed to Dave Cuneo at 866-6321 or your Field Controller.

Laser Warrants Start December 12, 1995

The new warrants have been received and production should begin Tuesday, December 12, 1995. The new form will take advantage of laser printing technology and simultaneously add security features to the warrant to deter alteration and counterfeiting. While the State has had few problems in this area, the introduction of the color copier and advanced computer graphics have raised security concerns throughout business and government.

The new warrant was developed by a team of experts including personnel from DOAC, CBI, GGCC, Treasury, SASS, Purchasing, Central Services and Norwest Bank. The new warrant will be slightly narrower than its predecessor and a lighter blue color will facilitate microfilm storage. The words "State of Colorado" appear in white ink at the top of the warrant. White ink does not recopy. Should an attempt be made to duplicate a warrant on color copier, a pattern in the paper will reveal the word "VOID" on the copy. Attempts to alter the warrant with ink eradicator or other chemicals causes the word "void" to appear in seven languages. The paper contains florescent fibers which are visible under a black light. Additionally, patterns on the front and back of the warrant make attempts at alteration very noticeable. The words "State of Colorado" appear in one point type below the dollars and cents field and can only be detected with a magnifying glass. Such small type is virtually impossible to copy without blurring. All warrants will be printed on recycled paper. A new lockbox system is being installed at the State Controller's Office to accommodate pick-up of the warrant and stub which will be 8 ½" x 11".

The State's payroll warrants should be converted to the new format in early, 1996. Questions about the new warrant should be directed to Dennis Wolfard at 866-3895.

Field Control Section Agency Assignments
(Effective 1/1/96)

DON MILDENBERGER	866-2626
CORRECTIONS	CAA-CIA
EDUCATION	DAA-DBA
LABOR AND EMPLOYMENT	KAA
MILITARY AFFAIRS	OAA-OCA
REGULATORY	SAA-SLA
SECRETARY OF STATE	VAA
*PHIL	
*BEVERLY	

PATTI AKKOLA	866-4162
CU	GFA-GFE
UNC	GKA
MINES	GLA
HUMAN SERVICES	IHA-ILF
PUBLIC SAFETY	RAA
HEALTH CARE POLICY & FIN	UHA
*DON	
*BOB	

BOB GOODNOUGH	866-3891
ARTS & HUMANITIES	GBA
HISTORICAL SOCIETY	GCA
STUDENT LOAN	GDA
CO ADVANCE TECH INST.	GEA
COMM. COLLEGES	GJA-GJM
AHEC	GMA
NATURAL RESOURCES	PAA-PKA
*BEVERLY	
*PHIL	

PHIL REED	866-3890
PERSONNEL	AAA-ARA
AGRICULTURE	BAA
GOVERNOR'S OFFICE	EAA-EFA
PUBLIC HEALTH & ENV	FAA
REVENUE	TAA-TGA
TREASURY	WAA
STATE COMP	ZAA
*PATTI	
*DON	

BEVERLY MATULIK	866-3285
CCHE	GAA
SBA UNIVERSITIES	GGA-GGJ
STATE COLLEGES	GHA-GHE
CHILDREN'S TRUST	GNA
PRIVATE OCC ED	GPA
TRANSPORTATION	HAA
JUDICIAL BRANCH	JAA-JEA
LAW	LAA
LEGISLATIVE BRANCH	MAA-MDA
LOCAL AFFAIRS	NAA
CONTROLLERS AGENCY	999
*BOB	
*PATTI	

FIELD CONTROL SUPPORT STAFF	
DOTTIE RELAFORD	866-4165
JEANNE GREGORY	866-3818

*BACK UP PERSONNEL

Revised 11/14/95